



JUNE 1-4 • #EBAA2022

# 2022 ANNUAL MEETING EXHIBITOR PROSPECTUS



## Details

June 1- 4, 2022  
Hilton Baltimore Inner Harbor  
Baltimore, MD

## Why Exhibit with EBAA?

The EBAA Annual Meeting, with an attendance of over 300 eye bank professionals and corneal surgeons, is the ideal venue for companies to promote their products and services to leaders in the eye banking profession from the US and around the world.

## Highlights

- Access to eye bank professionals from around the US and the world at the premiere eye banking meeting of the year
- Dedicated Exhibit Hall hours, including six meal and break functions in the Exhibit Hall
- A newly revamped Exhibit Hall Reception
- New activities, components, and design elements to create a dynamic experience
- Two complimentary tickets to the Thursday Social Event

## Who Will be at this Meeting?

- Eye Bank Executives
- Eye Bank Technicians
- Quality Assurance Professionals
- Eye Bank Decision-Makers
- Corneal Tissue Processing Technicians
- Hospital Development Coordinators
- Researchers
- Corneal Surgeons
- Leaders in Eye Banking

## Included with Your Registration

**Meeting Access:** Access to the Exhibit Hall as well as general and scientific educational sessions.



**Table Information:** One 6'x30" skirted table, two chairs, and a wastebasket. Free-standing displays that are greater than 8 feet in length behind the table cannot be accommodated.

**Attendee Information:** The EBAA Meeting App will feature an attendee list. A complete list of attendee contact information, including mailing address and email address will be sent out before and after the meeting.

**Food & Beverage:** Two tickets to the Thursday night social event, breakfast and lunch on Thursday and Friday, and two drink tickets for the Exhibit Hall Reception. Additional social event tickets and Awards Dinner tickets may be purchased.

**EBAA LIVE - Exhibit Hall Reception:** A fun, interactive evening reception in the Exhibit Hall. The event will take place on Wednesday, June 1, and will include dedicated exhibit time, drinks, food, games, activities, drawings, and more!

**Exposure:** Listing in the EBAA Meeting App and website with logo and information. The organization will also be featured in other EBAA content.

**Representatives:** Each registration includes access and name badges for two individuals. Badges may be purchased for up to two additional attendees.

## Important Dates

**April:** Table Selection (Ongoing)

**April 20:** Early Bird Rates End

**May 2:** Preliminary Attendee Information Distributed

**May 2:** Hotel Room Block Deadline

**May 20:** Registration Ends

**June 1 - 4:** EBAA Annual Meeting

**June 8:** Attendee Contact Information Distributed



## Exhibitor Registration Fees

Organization Type	Through April 20	After April 20
EBAA Member:	\$750	\$850
Non-Member (Non-Profit)	\$1,000	\$1,250
Non-Member (For-Profit)	\$1,750	\$2,000
<b>Extras</b>		
3rd Meeting Badge	\$250	\$350
4th Meeting Badge	\$400	\$500

## Exhibit Hall Hours

### Wednesday, June 1

12:00pm - 4:00pm Exhibitor Move-In  
5:00pm - 7:00pm EBAA LIVE

### Thursday, June 2

7:00am - 7:45am Breakfast in Exhibit Hall  
12:00pm - 1:00pm Lunch in Exhibit Hall  
3:30pm - 4:00pm Break in Exhibit Hall

### Friday, June 3

7:30am - 8:45am Breakfast in Exhibit Hall  
11:45am - 1:00pm Lunch in Exhibit Hall  
1:00pm - 3:00pm Exhibit Hall Move-Out

\*These hours are subject to change.

## Sponsorship Opportunities

EBAA has developed a range of sponsorship packages to help you promote your organization and communicate the benefits of your products and services. Opportunities include ([full listing on website](#)):

- EBAA LIVE
- Lunch in Exhibit Hall
- Meeting Wi-Fi
- Breakfast
- A/V Support
- Meeting App
- Thursday Social: Night at the Aquarium
- Keynote Speakers
- Refreshment Break
- Physician Luncheon
- Banner Ad in Meeting App

Benefits of sponsorship include:

- Recognition in Awards program
- Recognition in registration area
- Recognition on event signage
- Acknowledgement in General Session
- Banner ad in meeting app\*
- Highlighted sponsor email to members
- Access to attendee lists
- Tickets to Awards Program\*
- Ticket to Thursday Social Event
- Table in Exhibit Hall\*

\*Depends on sponsorship level

Please contact Geneviev Magnuson for more information.



# Exhibitor Guidelines

## Exhibitor Move-In

Exhibitor move-in will take place Wednesday, June 1, 12 pm - 4 pm. Please set up your table at this time to be ready for EBAA LIVE in the Exhibit Hall that evening. One 6'x30" skirted table, two chairs, and a wastebasket will be provided. Free-standing displays that are greater than 8 feet in length behind the table cannot be accommodated.

## Exhibitor Move-Out

Exhibitor move-out will begin to move out of the Exhibit Hall on Friday, June 3, at 1 pm, following the lunch in the Exhibit Hall. All Exhibitor materials must be removed from the exhibit facility floor by 3:00 pm.

## Electrical and A/V Needs

Electrical and A/V requests can be submitted using the order form at the end of this document. Please order in advance.

## Exhibit Hall Location

Key Ballroom 1-5 (2nd Floor)

## Exhibit Hall Flooring

The Exhibit Hall is carpeted.

## EBAA Contact for Exhibitors

For more information on exhibiting at the EBAA 2022 Annual Meeting, please contact Genevieve Magnuson.

[Genevieve@restoresight.org](mailto:Genevieve@restoresight.org)

814-418-9839



# Shipping Information

Due to COVID-19, the hotel no longer has a UPS store on-site. All exhibitor materials must be shipped directly to the hotel. The first option is preferred as this option will prevent you from incurring package handling fees, however the second option allows for your materials to be delivered directly to the Exhibit Hall.

## Option 1: Ship to the front desk/bell captain (FREE)

### Shipping Address Information

Name of Exhibitor (Org Name)

Hilton Baltimore Inner Harbor

401 West Pratt Street

Baltimore, MD 21201

### Onsite Directions:

- When you are ready to move-in to the Exhibit Hall, retrieve your items from the front desk.
- Check-in at the EBAA meeting registration desk on the 2nd Floor in the East Foyer.
- Find the table with your table tent and set up the display.
- Store empty shipping boxes in Armistead (EBAA representative will assist you).
- After move-out, take your materials to the front desk to be picked up for shipping.

## Option 2: Ship to the Exhibit Hall (Fees Apply)

Notify Genevieve Magnuson if you are choosing this option

### Address Information

Name (Person who will be on site)

Organization Name

EBAA Annual Meeting (June 1-4)

C/O Hilton Baltimore Inner Harbor

401 West Pratt St

Baltimore, MD 21201

Attention: Package Room Hold for Guest Arrival

Deliver: June 1 – Key Ballroom 1-5 (By 12pm)

Package Handling	
<b>Inbound and Outbound</b>	
Security fee per day, per item after first 3 days plus (+) handling fee	5.00
Letter over 1 oz.	3.00
1-10 lbs.	5.00
11-30 lbs.	10.00
31-50 lbs.	20.00
51-75 lbs.	40.00
76-100 lbs.	60.00
101+ lbs.	100.00
Pallets	250.00

### Onsite Directions:

- Check-in at the EBAA registration desk on the 2nd Floor in the East Foyer.
- Shipped materials will be delivered to your table. You will have to pay for the delivery at this time.
- Store empty shipping boxes in Armistead (EBAA hotel room nearby)
- After move-out, take your materials to the front desk to be picked up for shipping (Free) or have your materials picked up for the fee listed above.

ENCORE VENUE/NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.  
Email completed form to the Encore Representative listed above.  
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$480	\$528.00
TRIPOD SCREEN		\$95	\$121.00
25' HDMI CABLE		\$36	\$35.20

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
32" MONITOR- TABLE TOP		\$265	\$291.50
55" MONITOR		\$725	\$797.50
70" MONITOR		\$1,140	\$1,254.00
FLOOR STAND		\$80	\$88.00

AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
PERSONAL SPEAKER		\$190	\$209.00

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$20	\$22.00
HARD LINE CONNECTION		\$190	\$209.00

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE - 5 AMP		\$60	\$66.00
120V SINGLE PHASE - 20 AMP		\$145	\$159.50

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$250	\$275.00
FLIPCHART PACKAGE		\$76	\$83.60

If You Are Experiencing Technical Difficulties On Site  
Please Contact Encore At (301) 712-2884

# EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

### Rigging

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_


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